

Indoor Environments: Reducing Public Exposure to Indoor Pollutants 2007 Request for Proposals

AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA), REGION 9

FUNDING OPPORTUNITY NAME: Indoor Environments: Reducing Public Exposure to Indoor Pollutants

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: EPA-R9-AIR6-07-003

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

OVERVIEW

EPA Region 9 seeks proposals from eligible entities for projects to support demonstration, training, outreach and/or education assistant agreements in the form of grants which reduce exposure to indoor air pollutants in K-12 schools and homes, and which yield measurable environmental outcomes. Funds will be awarded pursuant to Section 103 of the Clean Air Act in the form of grants.

These awards are intended for work in EPA Region 9, which consists of the states of Arizona, California, Nevada, Hawaii, and the Pacific Islands (U.S. territories of Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and other unincorporated U.S. Pacific possessions).

Assistance under this program is available to States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission. Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

The estimated funding for this competitive opportunity is approximately \$130,000.00. EPA, Region 9 anticipates the award of approximately five grants resulting from this announcement, subject to availability of funds and the quality of applications received. Awards are expected to be in the range of \$20,000 to \$40,000 total over one or two years. There is no statutory or regulatory match requirement under the Clean Air Act Section 103.

IMPORTANT DATES

June 8, 2007	Proposals must be received by EPA or filed electronically through Grants.gov by 8pm Eastern Standard Time or 5pm Pacific Standard Time
July 2, 2007	Applicants notified if proposal selected for funding instructed to submit full application
July 30, 2007	Full application with workplan must be postmarked by or received through Grants.gov
November 2007	Awards made

LATE PROPOSALS WILL NOT BE CONSIDERED. The above dates (other than the June 8, 2007, proposal submission due date) are anticipated and may be subject to change.

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**U.S. EPA Region 9 INDOOR ENVIRONMENTS: REDUCING PUBLIC
EXPOSURE TO INDOOR POLLUTANTS
2007 Request for Proposals
Funding Opportunity Number: EPA-R9-AIR6-07-003**

I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The goal of this Request for Proposals (RFP) is to support demonstration, training, outreach and/or education projects that are aligned with EPA's strategic objective to increase the number of people breathing healthier indoor air as well as our indoor air pollutant priority air objectives and the agency's annual measures and long-term measures detailed in Section I. C. 2 and 3 of this announcement. These awards are being made under the Clean Air Act §103.

Based on several reports and studies conducted or commissioned by EPA since the 1980's, EPA has identified and characterized significant risks to public health from environmental contaminants that are commonly found in a wide range of buildings, including homes, schools, and office buildings. Information on the USEPA Indoor Air Quality voluntary programs can be found at: <http://www.epa.gov/iaq/>.

B. Scope of Work

EPA, Region 9 is soliciting proposals from eligible entities (described in **Section III. A** of this announcement) for projects to support demonstration, training and outreach and/or education projects to reduce exposure to indoor pollutants for K-12 schools and homes that are expected to achieve environmental results in one or more indoor air quality priority areas as outlined in Section I. C. 2 of this announcement. Proposals may address more than one area. Proposed projects that do not address at least one of the Indoor Air Quality (IAQ) priority areas will be disqualified and will not be considered for funding. In, addition all projects must fall within Section 103 of the Clean Air Act: <http://www.epa.gov/air/caa/caa103.txt>

Applicants are encouraged to integrate environmental trigger avoidance into comprehensive asthma management programs, as recommended by the National Asthma Education Prevention Program (NAEPP) <http://www.nhlbi.nih.gov/about/naepp/>. While it is appropriate to place environmental trigger avoidance into the broader context of medical management in EPA-funded activities, where non-environmental asthma management (e.g., medical management) activities are proposed, applicants must be prepared to document alternative funding sources for such activities.

Demonstrations generally must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a

demonstration. Proposals must measure the results of the activities conducted under those projects.

If you have previously received funding for any EPA indoor air project, you should explain how the proposed project is different.

No EPA funds may be used to conduct a survey under this funding opportunity.

C. EPA's Strategic Plan and Anticipated Programmatic and Environmental Results

1. Linkage to EPA Strategic Plan

This RFP supports EPA's strategic objective to increase the number of people breathing healthier indoor air. The competitive opportunity also supports the Agency's annual measures and long-term measures as detailed below. These goals build on the Agency's Strategic Plan; Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.1.1 – More People Breathing Cleaner Air located at <http://www.epa.gov/ocfo/plan/2003sp.pdf>.

To accomplish the goals of the Agency's Strategic Plan, EPA's Office of Radiation and Indoor Air, Indoor Environments Program has developed indoor air quality priority area objectives. EPA Region 9 is focusing on a subset of these, which are identified below. Applicants must identify project objectives and goals that are aligned with the following indoor air quality priority areas

2. Priority Areas: Proposals to fund projects under this announcement must fall under at least one of the following three priority categories:

Priority Area 1 Objective: Reduce Exposure to Indoor Asthma Triggers

<http://www.epa.gov/asthma/index.html>

This objective aims to increase the number of people with asthma who take actions to reduce their exposure to environmental triggers. As part of this goal, EPA has identified children and low income individuals as disproportionately impacted and therefore has placed particular emphasis on reaching these populations, as well as training the healthcare workforce on asthma trigger management.

Examples of asthma programs with an environmental component are referenced in the 2005 study by the University of Michigan Asthma Health Outcomes Project (AHOP), . The purpose of this study was to identify the common themes and features of asthma programs with an environmental component that are achieving positive health outcomes. Information on the study can be referenced at <http://www.asthma.umich.edu/ahop.html>.

Priority Area 2 Objective: Improving Indoor Air Quality in Schools

<http://www.epa.gov/iaq/schools/index.html>

This objective aims to increase the number of K-12 schools with effective indoor air quality management practices and plans based on, or consistent with, *IAQ Tools for Schools (TfS)*. Effective plans comprise a set of actions shown to have a significant effect

on improving indoor air quality and reducing associated adverse environmental health impacts such as asthma attacks.

These actions may include: developing a plan which sets forth annual activities; a means of assessing building features and occupant activities; a priority scheme for addressing needed repairs or occupant education; a means of communicating the results with school occupants and/or the school community to prevent problems and obtain needed resources.

Generally recognized steps consistent with the IAQ Tools for Schools program which accomplish these objectives include, at a minimum: (a) designating an IAQ Coordinator or liaison for the district and/or each school; (b) completing teacher, maintenance & ventilation checklists for each school; (c) compiling and interpreting the checklist information to identify areas of focus for a building walk-through; (d) conducting a walk-through of each school; and (e) establishing a plan to address walk-through findings. Additional steps may be taken which advance the understanding of, and appreciation of, indoor air quality in schools, by maintenance staff and school occupants, and which lead to taking action to improve the air quality within schools. Such additional steps may include involving students or creation of specialized educational materials for the various members of the school community.

Priorities include urban and rural (including tribal) schools which may have significant indoor air quality and infrastructure problems and substantial resource challenges. Improving IAQ in these schools will likely have a relatively greater impact on air quality, and therefore on health effects of students and staff. **EPA's goal is for all schools to use IAQ TFS, or comparable IAQ practices, to ensure strong IAQ management plans and subsequent improved IAQ in schools.**

These grants are not intended to assist school districts or individual schools which have already established IAQ management programs which EPA Region 9 has reported to EPA headquarters. To make sure that you will not be working with such a district or school, you may contact Shelly Rosenblum at 415-947-4193 / rosenblum.shelly@epa.gov to determine whether we have reported the district or school(s) in question.

Priority Area 3 Objective: Reduction of Indoor Asthma Triggers in Homes
<http://www.epa.gov/iaq/#Asthma>

This objective aims to improve the health of home occupants with asthma by reducing exposure to indoor environmental asthma triggers in the home. Education which takes place in the home setting can be a very effective component of projects aimed at training children/people with asthma and their caregivers about identifying and mitigating home indoor asthma triggers. Priorities include children and underserved communities, as well as projects which are integrated into a comprehensive asthma management approach. While the focus is in-home training, projects can include education and training which take place outside the home.

3. Measuring Environmental Results: Outputs and Outcomes

Pursuant to EPA Order 5700.7, "*Environmental Results under EPA Assistance Agreements*," EPA requires that all grant recipients adequately address environmental outputs and outcomes. For each priority area selected, applicants must articulate their project goals, objectives, activities and expected results. Results are expressed as outputs

and outcomes. Outputs and outcomes differ both in their nature, and in how they are measured.

OUTPUTS: The term “output” means an environmental activity, effort and/or associated products related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Proposals must include a description of how grant recipients will track progress towards the environmental goal throughout the grant period.

Applicants are responsible for quantifying environmental health related outputs for proposed demonstration, training, education and/or outreach project activities. These outputs must describe the level of activity that will be provided over a period of time (e.g., number of people trained; number of children trained at school on how to manage their asthma, including how to reduce their exposure to indoor environmental asthma triggers) and should demonstrate progress from a stated baseline¹ towards achieving substantial measurable environmental outcomes.

OUTCOMES: The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period. Proposals must include a description of project outcomes resulting from the project outputs. . Impacts of programs or changes in behavior are typically intermediate outcomes that will eventually lead to desired changes in environmental or health status or ‘end’ outcomes.

As described below in Tables 1-1 through 1-3, applicants are responsible for achieving substantial measurable environmental outcomes that demonstrate progress towards achieving project goals, objectives, and long-term environmental health benefits. Environmental outcomes must describe the intended result of carrying out a program or activity and may be classified as intermediate action outcomes and long-term environmental health outcomes. Intermediate action outcomes describe behavior changes achieved (e.g. number of schools establishing effective indoor air quality management plans consistent with IAQ TFS; additional patients taking action to reduce asthma triggers) beyond the current stated baseline¹. Applicants must estimate the intermediate action outcomes they will achieve and describe how they will quantify them.

Intermediate action outcomes ultimately lead to long term environmental health outcomes of the project. Health benefits can not always be quantified by partners, but are desirable when possible, (e.g., decrease in asthma emergency room visits, decrease in lost school/work days due to indoor air quality problems, etc.). While applicants may not be able to quantify the link between intermediate action outcomes and long-term environmental health outcomes, they should be able to qualitatively describe this link.

¹ Baseline- the starting point from which progress is measured and targets are set. The baseline proposed should incorporate the most recent information available prior to the start of the project. Baselines can be based on organizational experience, estimates from past performance, national data, or expert opinion. Examples of baselines and corresponding targets are listed in Section IV, under F:

While it may be beyond the scope of the outreach and education proposals under this solicitation to directly measure the impact of their actions on the long-term environmental health goal or condition, each proposal should describe its relationship to the environmental health outcome that can be expected to occur as a result of the project's efforts. Examples of these relationships specific to indoor air pollutants are illustrated in Tables 1-1, 1-2, and 1-3). Table 1-1 provides definitions and demonstrates the relationship between project activities, environmental outputs, and intermediate environmental action outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term environmental health outcomes.

Table 1-1 – Definitions

⇒ Activities	⇒ Programmatic/ Environmentally Related Outputs	Anticipated Environmental Outcomes	
		Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes
Description of services your project will provide (e.g., conduct training, organize conference, develop a demonstration)	These outputs describe the level of activity that will be provided over a period of time, including a description of the characteristics (e.g., timeliness) established as standards for the activity (e.g., number of people trained, number of children receiving in-school asthma education.)	Intermediate action outcomes describe the intended result of carrying out a program or activity. Shorter term action environmental outcomes might describe behavior changes achieved (e.g. additional patients taking action to reduce asthma triggers).	Long-term environmental health outcomes are the ultimate health benefit of the project. Environmental health outcomes can not always be quantified by partners, but are desirable when possible (e.g., lung cancer deaths avoided, decrease in asthma E.R. visits, decrease in lost school/work days due to IAQ problems)

Examples of Anticipated Environmental Outputs and Outcomes

Table 1-2 INDOOR AIR POLLUTANTS

		Example Anticipated Environmental Outcomes	
⇒ Example Activities	⇒ Example Programmatic/ Environmentally Related Outputs	Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes
ASTHMA			
Identify, develop and disseminate new or existing education and outreach products and services (e.g. training) targeted toward asthma patients and caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes and/or schools	<ul style="list-style-type: none">• Number of products and services developed and/or or disseminated• Number of children and low-income adults educated about indoor environmental asthma triggers and mitigation solutions• Number of school personnel educated about indoor environmental asthma triggers and mitigation solutions• Number of licensed or certificated health professionals educated about indoor environmental asthma triggers and mitigations	<ul style="list-style-type: none">• Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions• Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes and/or schools.• Number of schools reducing environmental triggers of asthma in their facilities• Number of health care professionals educating asthma patients and their families about environmental asthma triggers.	<ul style="list-style-type: none">• Reduction in number of emergency room visits• Reduction in other indicators of asthma morbidity such as• number of inpatient hospital admissions,• sick visits to primary care physicians for asthma, school days missed, symptom days, rescue medication used, and improvement in quality of life indicators

Table 1-3 TYPES OF BUILDINGS Outputs and Outcomes

Table 13. TYPES OF BUILDINGS Outputs and Outcomes			
⇒ Example Activities	⇒ Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes
SCHOOL			
Identify, develop and disseminate new or existing education and outreach products and services (e.g., training,	<ul style="list-style-type: none">• Number of products and services developed and/or disseminated	<ul style="list-style-type: none">• Number of school district personnel and/or school advocates demonstrating increased knowledge	<ul style="list-style-type: none">• Reduction in staff and student absenteeism• Reduction in number of asthma

curriculum development) targeted toward school district personnel and/or school advocates	<ul style="list-style-type: none"> Number of school district personnel and/or school advocates educated about good indoor air quality (IAQ) management practices in schools consistent with <i>IAQ Tools for Schools (TfS)</i> 	<p>about good indoor air quality management practices in schools consistent with <i>IAQ TfS</i></p> <ul style="list-style-type: none"> Number of schools implementing good indoor air quality management practices consistent with <i>IAQ TfS</i> Reduction in exposure to indoor air pollutants in schools of staff and students Number of district and/or statewide IAQ policies developed and/or implemented 	<p>attacks, allergic reactions, and other IAQ related symptoms</p> <ul style="list-style-type: none"> Increase in occupant performance and productivity attributable to IAQ best practices
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II. AWARD INFORMATION

A. What is the amount of funding available?

Estimated funding for this competitive opportunity is approximately \$130,000.00.

B. How many agreements will EPA award in this competition?

EPA Region 9 anticipates awarding approximately five grants resulting from this announcement, subject to the availability of funds, with project periods up to 2 years, and depending on the quality of applications submitted. Awards are expected to be in the range of \$20,000 to \$40,000 total.

The EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

EPA reserves the right to reject all applications and make no awards under this announcement, or make fewer awards than expected.

C. What is the budget and project period for award(s) resulting from this solicitation?

The estimated budget and project period for awards resulting from this solicitation is **11/01/07 to 10/30/08, or 10/30/09 for two year project. Note: the funding for any two year project is dependent upon funds availability for the second year.** All projects **must be completed within that time period.**

D. Will EPA consider partial funding for projects?

Yes. In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Assistance under this program is available to States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission.

Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Threshold Eligibility Criteria

Each of the following requirements must be met or the proposal will not be considered for funding.

- 1) Applicants must address one or more of the priority areas listed in Section I.C.2. For each priority area selected, applicants must articulate their project goals, objectives, activities and expected results.
- 2) With respect to asthma, only those activities that directly address environmental factors (as stated in Section I.C.2) that may influence asthma onset or exacerbation are eligible for funding under this RFP.
- 3) With respect to indoor air quality in schools, activities must also fall within EPA's authority to conduct demonstration, training, outreach and/or education activities which disseminate information on the causes, extent, prevention and control of indoor air pollution in school environments. All proposed activities must be consistent with the information and guidance in EPA's Indoor Air Quality Tools for Schools kit:
<http://www.epa.gov/iaq/schools/index.htm>
- 4) Proposals must be received by the EPA or through www.grants.gov on or before the solicitation closing date published in Section IV of this announcement. Proposals received after the published closing date will be returned to the sender without further consideration.
- 5) The project must be for work done within EPA Region 9.
- 6) EPA grant funds may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award.
- 7) Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed.

8) Applicants may submit more than one proposal, but they must be for different priority areas. An applicant may not submit multiple proposals for the same priority area.

9) Proposals that will assist school districts or individual schools which have already established IAQ management programs will not be considered. See Section I. C. 2 of this announcement for more information.

Applicants will be notified within 15 calendar days if they do not meet the applicant or threshold eligibility criteria.

C. Matching funds

There is no statutory or regulatory match requirement under the Clean Air Act Section 103. However, please note that Section V includes an evaluative criterion for leveraging of funds.

IV. APPLICATION AND SUBMISSION PROCESS

How to Submit Your Proposal:

Applicants have the option to submit a proposal either by hardcopy or electronically through Grants.gov. You must choose only ONE method. If you wish to apply with a mail/delivery hard copy submission, please follow the instructions under **“Hard Copy Submission.”** If you wish to apply electronically via Grants.gov, please follow the appropriate instructions for **“Electronic Submission”** below (also see ATTACHMENT 2). EPA encourages applicants to submit their application materials electronically through Grants.gov. Proposals submitted via e-mail are not permitted and will not be reviewed.

Proposals (both hard copy and electronic) must include the following materials in their submission:

- Cover Letter with Proposal (Note: when filing electronically through Grants.gov you must submit your cover letter and proposal as an attachment and also include form SF 424).

Applicants must complete a **cover letter** (maximum 2 pages) and **proposal** (maximum 6 pages). Pages in excess of these amounts will not be reviewed; however see below for certain exceptions to basic 6 page maximum length for the **proposal**). A page equals one side (double-sided copies are preferred) using no smaller than 11 point Times New Roman Font with 1” margins. **Only the proposal will be evaluated** using the evaluation criteria set forth in Section V. (Application Review Information) of this RFP. The purpose of the cover letter is only to capture information regarding your organization that is separate from the project narrative as stated below.

Elements of the Cover Letter:

The maximum two (2) page cover letter **must provide all of the following information:**

1) Contact information for the organization:

- a) Name of organization
- b) Contact person’s name

- c) Mailing address (provide express mail address if different from mailing address)
- d) E-mail address
- e) Phone and fax numbers
- 2) A statement that your organization meets eligibility requirements in Section III.
- 3) Identification of the indoor air quality priority area(s) that the proposal addresses. [Examples: “Indoor asthma triggers,” “IAQ in Schools,” “Indoor Asthma Triggers in Homes,”--see “**Frequently Asked Questions**” (**Attachment 1**) for additional detail]
- 4) A description of your organization and its mission

Elements of the Proposal:

Note: As stated above, only the PROPOSAL will be evaluated, therefore make sure that information which is necessary for the proper evaluation of your proposal is included in the proposal section.

Applicants must provide all the following information:

In addition to the cover letter, organizations must submit a **maximum 6 page proposal**. Exclusions to this 6 page maximum are as follows:

- Budget, resumes and letters of support do not count toward the six page limit of the proposal
- Pages within the proposal which specifically address the evaluation criteria for “Organizational Past Performance and Programmatic Capability” will not count toward the six page limit if the relevant text is clearly labeled as addressing the beginning and end of “Stage 1, D: Past performance and Programmatic Capability.”
- If an alternative funding project duration (for example, one year instead of two, at a different funding level) is being provided, applicants may provide one additional page to describe how this would affect workplan and results.

Any other pages exceeding this page limit will not be considered. Each page of the cover letter and proposal should identify the name of the applicant organization and be numbered.

The **proposal should address the elements listed below in the indicated order.** These elements will be evaluated according to the point distribution listed in section V.A.

A. Project Title

B. Project Goals and Objectives

Discuss how goals and objectives:

- align with EPA’s Strategic Plan and indoor air quality priority area goals identified in Section I.C.1 of this RFP
- address one or multiple EPA indoor air program priority objectives and goals
- demonstrate innovative approaches as applicable
- if you have previously received funding for any EPA indoor air project, you should explain how the proposed project is different
- address disproportionately impacted audiences

C. Narrative workplan

The narrative workplan should:

- address activities including a description of methods and materials used over the entire project period
- demonstrate the practicality and feasibility of the project (NOTE: letters of support or commitment from school officials are relevant towards demonstration of feasibility for projects in schools.)
- identify intended audience and demonstrate that the project is appropriate for that audience
- describe how and whether collaborations and partnerships will be developed and utilized.
- provide a timeline of these activities, including milestones, as well as projected timeframes of environmental outputs and environmental outcomes for the entire project period as detailed in Tables 1.1 through 1.3, Section I.C of this RFP
- describe how the project will be managed and results tracked.
- clearly indicate quantifiable/numeric results expected.

D. Past Performance and Programmatic Capability (no page limit, not included in 6 page limit)

1) *Experience with EPA Funded grant programs*: - Submit a list of all EPA and other Federal Agency assistance agreements that your organizations performed in the last 3 years and describe how you documented and/or reported on its progress towards achieving the expected results (e.g., outcomes and outputs) If you were not making process please indicate how you adequately documented/and or reported why not.

2) *Programmatic Capability* - Submit a list of all federally funded projects similar in size, scope and relevance to the proposed project that your organization performed within the last three years and describe how you were (i) technically able to successfully carry out those projects and (ii) your history of meeting the reporting requirements under these agreements including submitting acceptable final technical reports. (iii) your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: Applicants must submit information relating to the programmatic capability criteria to be evaluated under ranking factor(s) in Section V of this announcement. EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

E. Sustainability and Replication

The sustainability and replication section should provide an explanation of the extent of:

- the applicant's ability to sustain their efforts beyond the conclusion of the EPA assistance agreement
- the impacted audience's ability to sustain their efforts beyond the conclusion of the EPA assistance agreement
- the applicant's ability to demonstrate that activities are replicable

F. Monitoring and Evaluating Progress and Results

The monitoring and evaluating progress and results section should provide:

- a practical approach to identifying, measuring, and evaluating programmatic outputs and programmatic and/or environmental outcomes
- a baseline - the starting point from which progress is measured and targets are set. The baseline proposed should incorporate the most recent information available prior to the start of the project. Baselines can be based on organizational experience, estimates from past performance, national data, or expert opinion. Examples of baselines and corresponding targets:
 - “From 2003-2005 the organization initiated a project to provide in-home education on control of exposure to environmental asthma triggers to low-income children with asthma and their caretakers in 300 households. We propose to educate an additional 150 such households during the grant period.”
 - “Based on discussions with district officials in each of the 25 school districts in our target area, none was using an effective IAQ management plan. Our demonstration project will attempt to implement IAQ plans consistent with EPA guidance in 40 schools within these districts.”
- a tracking method to evaluate progress toward achieving goals, objectives, and measurable environmental outputs/environmental outcomes identified in Section I.C.3 of this RFP

G. Budget/Detailed Itemized Budget (no page limit, not included in 6 page limit)

Provide an appropriate budget for the following categories, specifying unit costs:

- Personnel
- Fringe Benefits
- Contractual Costs
- Travel
- Equipment
- Supplies: EPA funds may only be used for environmental (not medical) purposes. “Medical” includes clinical services and asthma supplies such as spacers, peak flow meters, nebulizers, etc. “Environmental” might include *appropriate* environmental mitigation supplies. Additionally, these funds may not be used for “incentives,” such as t-shirts, pencils, etc.
- Other
- Total Direct Costs
- Total Indirect Costs: must include documentation of accepted indirect rate
- Total Cost;
- Total Project Cost. Specify total cost of the project proposal (separately identify requested EPA funding and leveraged funds
- Project period/Budget period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in November 1, 2007 through October 31, 2008 or 2009).

In your proposal, please make sure that you address each criterion in Section V. A. of this announcement.

DUE DATE: The cover letter and proposal (known as a project narrative attachment form in Grants.gov if filing electronically) **must be received no later than 5 PM Pacific Standard Time on June 8, 2007. Late proposals will not be considered.**

Hard Copy Submission:

Application material submitted via mail/commercial delivery service. Proposals must be delivered to EPA, Region 9 June 8, 2007 no later than **5 PM Pacific Standard Time**. Proposals received after this date will not be considered for funding. The original and two copies of your proposal must be submitted to the address below:

Attn: Shelly Rosenblum
U.S.EPA Region 9 (AIR-6)
75 Hawthorne Street
San Francisco, CA 94105
Phone: (415) 947-4193

Electronic Submission (Grants.gov):

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal/ application must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov. You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-R9-AIR6-07-003**, or the CFDA number (CFDA 66.034), in the space provided. **NOTE TO OFFICES: THE FUNDING OPPORTUNITY NUMBER MUST BEGIN WITH THE EPA PREFIX.** Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to go to EPA opportunities).

Proposal materials submitted through grants.gov will be time/date stamped electronically.

Please be sure to view the additional instructions for applying electronically under this announcement through use of grants.gov that are available for download on Grants.gov.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>.

Please refer to additional instructions in Attachment 2.

DUNS: All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>

Confidential Business Information: Applicants are discouraged from including confidential business information in their proposal. However, if confidential business information is included it will be treated in accordance with 40 CFR Part 2. Applicants must clearly mark proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204 (c)(2) prior to disclosure.

Intergovernmental Review: Applicants (except for Indian Tribes and Tribal Consortia) must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372. EPA's implementing regulations for this Executive Order can be found at 40 CFR §29.1-29.13.

Proposal Communications and Assistance:

In accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

V. APPLICATION REVIEW INFORMATION

Applications will be evaluated for threshold criteria and if meeting that will be evaluated based on the following evaluation criteria. Each proposal will be **rated under a points system, with a total of 210 points possible.**

A. Evaluation Criteria

Proposal Evaluation Criteria		Maximum Points per Criterion (210 Point Scale)
I. Project Goals and Objectives:		Total Points: 65
1.	The proposed project goals and objectives align with EPA's Strategic Plan and indoor air quality priority area goals (as described in Section I.C.1).	15

2.	The proposed project goals and objectives demonstrate the ability to achieve substantial measurable environmental outcomes (as described in Section I.C.3.)	20
3.	The proposed project shows innovative approaches to achieving project goals, objectives, and measurable environmental outcomes.	15
4.	The proposed project goals and objectives are likely to reduce exposures to indoor air pollutants for socio-economically disadvantaged or disproportionately impacted populations (as described in Section I.A).	15
II.	Narrative Workplan: Activities; Methods; Materials; and Timeline:	Total Points: 50
1.	The narrative workplan sufficiently describes the activities, methods, materials, and timeline that will be used to achieve each goal, objective, and measurable environmental health outcomes.	10
2.	The narrative workplan describes the practicality and feasibility of project's proposed activities, methods, materials, timeline for achieving the project goals, objectives and outcomes.	15
3.	The narrative workplan describes activities, methods, and materials that are appropriate for the designated target audience(s).	10
4.	The narrative workplan demonstrates the development and utilization of collaborations/partnerships to achieve the project's goals, objectives, and measurable environmental outcomes.	15
III	Organizational Past Performance and Programmatic Capability	Total Points: 20
1.	Past Performance: Extent and quality to which the applicant adequately documented and/or reported on its progress towards achieving the expected results under EPA and other Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented/and or reported why not. In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicants with no relevant information for this factor will receive a neutral score for it.	10

2.	Programmatic Capability: Under this factor, the Agency will evaluate the applicants technical ability to successfully carry out the proposed project taking into account the following factors: (i) past performance in successfully completing federally funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years , (ii) history of meeting reporting requirements under federally funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under these agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this factor.	10
IV. Project Sustainability and Replication		Total Points: 20
1.	The proposed project addresses how applicant will sustain successes in meeting goals, objectives, and environmental outcomes beyond the conclusion of the EPA assistance agreement, and how the impacted audience (e.g. schools, asthmatics, etc.) will sustain successes in achieving measurable outcomes beyond the conclusion of the EPA assistance agreement.	15
2.	The proposed project demonstrates that activities are replicable.	5
V. Monitoring and Evaluating Environmental Results:		Total Points: 25
1.	The proposed project specifies practical approaches to identify, measure, and evaluates programmatic outputs and environmental outcomes and identifies baseline(s) to measure them.	15
2.	The proposed project specifies how progress towards achieving goals, objectives, and measurable environmental outputs & outcomes will be tracked and reported.	10
VI. Budget:		Total Points: 30
1.	The proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity.	15

2.	Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.	15
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B. Review and Selection

Each eligible proposal will be evaluated by a panel of EPA staff based on the criteria set forth in Section V. A. above, as well as other factors (see V. C. below) of this RFP. The evaluation criteria and corresponding point values are listed above. The maximum score is 210 points. The EPA review panel will score each proposal and submit a list of ranked proposals to the selecting official. The selecting official will select proposals based on the highest numerically ranked proposal(s) and consideration of factors listed in Section V.C.

C. Other Factors

In addition to the evaluation of proposals against the ranking criteria described above in Section V. A., the EPA selecting official may consider the following factors in making selection award decisions for all grants:

- balance between indoor air quality program priority areas
- geographic balance within EPA Region 9
- balance of type of community targeted (e.g., rural, urban, low-income, disadvantaged, underserved, disproportionately impacted populations, etc.)

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following final selections, all applicants will be notified regarding the status of their application.

1. EPA will notify selected applicant(s) in writing within 15 calendar days after internal award recommendation decisions are made. At this time they will be requested to submit a full application. This notification, which advises that the applicant's proposal is selected by review panel and recommended for award, is not an authorization to begin the project activities.
2. EPA will notify unsuccessful applicants and/or applicants that do not meet eligibility requirement, within 15 calendar days in writing after internal award recommendation decisions are made. In either event, the notification will be sent to the original signer of the proposal.

B. Administrative and National Policy Requirements

1. Grants and cooperative agreements with institutions of higher education and non-profits are subject to 40 CFR Parts 30 and OMB circular A-122 and/or A-21. Grant agreements with States, Tribes and local governments are subject to 40 CFR Part 31 and OMB Circular A-87. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:
<http://www.epa.gov/ogd/grants/regulations.html> .

All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In accordance with the EPA policy and OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the federal government or any other government entity.

2. Programmatic Terms and conditions will be negotiated with the selected recipient.

C. Reporting Requirements

Quarterly performance reports and a detailed final technical report will be required during the project performance period. The final technical report should include (but is not limited to) a summary covering work status, work progress, publications, and measurable environmental outputs/environmental outcomes pertinent to the project goals and objectives for the entire period. The schedule for submission of quarterly reports will be established by EPA, after award.

D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting Shelly Rosenblum (see Section VII).

E. Pre-Award Administrative Capability Review

Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at http://www.epa.gov/ogd/grants/award/5700_8.pdf. Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to

the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

VII. CONTACT INFORMATION

U.S. EPA, Region 9 Program Contact:

Shelly Rosenblum

Rosenblum.Shelly@epa.gov

(415) 947-4193

VIII. OTHER INFORMATION

Please see attachments:

Attachment 1: Frequently Asked Questions

Attachment 2: Instructions for Electronic Submissions ([grants.gov](https://www.grants.gov))